

PURCHASING TECHNICIAN

CLASS CONCEPT

Positions in this class are responsible for serving as assistants to purchasing officers or purchasing agents at state agencies, universities, or large institutions. Employees are delegated considerable purchasing authority by the purchasing officer or purchasing agent for a limited range of commodities.

Work involves the review of authorized requisitions, determination of appropriate acquisition procedures, and coordination of the execution of purchase agreements. Employees determine needs, select supplies and equipment, negotiate pricing, terms and conditions, etc. to effect enforceable purchase orders. Employees determine the method of competition for each requisition, develop specifications, manage the bidding process, and make vendor selection decisions. Employees are involved in the development of internal operating procedures and processes.

Employees have considerable public contact for the purpose of explaining policies and procedures, negotiating pricing, and establishing product specifications.

This level is distinguished from the Departmental Purchasing Agent I by the narrower scope of purchasing responsibilities, i.e. positions are located in purchasing offices within individual institutions, facilities, or small organizations and are assigned a limited range of commodities.

SUPERVISORY/MANAGERIAL FUNCTIONS:

This classification does not have administrative or supervisory responsibilities.

RECRUITMENT STANDARDS:

Knowledge, Skills, and Abilities -

General knowledge of purchasing methods and procedures.

Ability to acquire knowledge of various grades and qualities of materials and commodities being purchased.

Ability to apply and interpret established rules and regulations, maintain records and prepare reports or tabulations from these records, and establish and maintain effective working relationships with department personnel and vendors.

Minimum Training and Experience Requirements:

Graduation from high school or GED and three years of experience as a buyer procuring goods or services; or completion of two years of college in a business or related program and one year of experience as a buyer procuring goods or services; or an equivalent combination of training and experience.

All degrees must be received from appropriately accredited institutions.

Special Note:

This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class but may not be applicable to all positions.